



Cleveland Avenue Baptist Church  
2853 Cleveland Avenue  
Kansas City, Missouri 64128

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Thomas Bugg, Chairman, Deacon Board  
Lisa Hale, Church Administrative Assistant

***“Our mission is to Preach and Teach the Word of God with Emphasis on Missionary Outreach, Evangelism and caring for the membership”***

**Position: Pastor (Full-time)**

Cleveland Avenue Baptist Church is prayerfully seeking a full time senior pastor, called by God, who will be the spiritual leader of the congregation. The qualified candidate is responsible to God and the church to proclaim the gospel of Jesus Christ, teach the Bible, to provide Christian leadership in all areas of the church and to engage in pastoral care for the congregation and community.

**Position Profile:** The Pastor will be an experienced servant leader, with a passion for reaching people for Christ. He/she will possess skills to provide the spiritual leadership needed to carry out the Church mission, vision and goals. The Pastor’s primary duties and responsibilities will be to effectively communicate God’s word, minister to the spiritual needs of the congregation and provide Biblical leadership of the church. The Pastor will have the qualities listed in 1 Timothy 3:1-7 and Titus 1:5-9.

The Pastor will have thorough knowledge, experience, and appropriate skills to teach the Word of God to help transform lives as part of God’s redemptive work. The Pastor will promote Christian discipleship to facilitate spiritual maturity of the congregation and will develop a strategic plan for leadership development and church growth.

The candidate must be able to articulate a vision for the church that emphasizes spiritual growth, discipleship and Christian Education.

Cleveland Avenue has a very rich and impressive history. Our retiring pastor started as a visiting minister for a small Methodist fellowship with 18 active members and 30 on the roll. Under his leadership, the church organized as The Cleveland Avenue Baptist Church in 1978. In 1982 our church was incorporated. Over time, a noticeable growth materialized and in July of 1983 we added an east wing. In the ensuing years, the congregation swelled far beyond the capacity of our little church. The church had grown numerically and financially. There were over 25 active organizations and ministries. May 1989 groundbreaking ceremonies for our new facility were held. The building was completed in 1990. May 1995 our mortgage was burned. Additional improvements and beautification projects were successfully completed. Over the years our membership has declined but not our love for God. We continue to enjoy the goodness of God as we construct an educational building to be completed spring 2018.

We are located in the urban core with approximately eight churches within a five-block radius. Our church structure consists of a Senior Pastor, an Assistant Pastor and a robust trustee board elected by the church body. We are a 501C3.

**Thank you for your interest in employment with Cleveland Avenue Baptist Church  
The application may be mailed to P.O. Box 15492| Kansas City, MO 64106 |  
Cleveland Avenue Baptist Church is an Equal Opportunity Employer (EOE)**



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### **Job Description for the Senior Pastor Cleveland Avenue Baptist Church (CABC)**

**Mission:** We are a congregation looking to grow in discipleship and fulfill our mission to “Preach and Teach the Word of God with Emphasis on Missionary Outreach, Evangelism, and caring for the membership.”

**Vision:**

#### **Pastor Profile (Principle Function):**

Cleveland Avenue Baptist Church (CABC) is seeking a full-time Senior Pastor, an experienced servant leader with a passion for reaching people for Christ. He/she must possess skills to provide spiritual leadership to carry out the CABC Mission, Vision, and Goals. The Pastor’s primary duties and responsibilities will be to effectively communicate God’s Word, minister to the spiritual needs of the congregation, and provide Biblical Leadership of the church. The Pastor will have the qualities listed in Timothy 3:1:7 and Titus 1:5:9.

The Pastor will have a thorough knowledge, experience and appropriate skills to teach the Word of God to help transform lives as a part of God’s redemptive work. The Pastor will promote Christian discipleship to facilitate spiritual maturity for the congregation and will develop a strategic plan for development, leadership and church growth.

The success candidate must be able to articulate a vision that emphasizes spiritual growth, discipleship and Christian Education.

#### **Theology of Ministry:**

The Senior Pastor is spiritual leader of the church and is the primary preacher of worship services and leadership in planning and executing programs and opportunities for discipleship and ministry. The Senior Pastor, as the key leader, and in coordination with other church leaders, will define strategic goals, planning, and vision to execute the church’s purpose.

The Senior Pastor must be an individual to be set-apart as God's servant in ministry, and possess a validating call to serve in a designated position as minister to and for the congregation. His/her ministry is founded on the ministry Jesus provided as prophet, priest and wise ruler. Therefore, ministers are motivators, preachers, counselors, teachers, leaders, guides and servants for our Lord Jesus Christ.

### **Essential Duties and Responsibility:**

- As pastor-leader, leads in the discerning and clarifying the vision, purpose, and direction of CABC
- Is the primary preacher/teacher for all worship services including Bible Study,
- Strong biblical preaching ability
- Accountable, first to God and His word and second to the board of deacons and membership of CABC
- Provides the pastoral care needs of the congregation to include counseling, marriage ceremonies, and funeral services as required and may share duties with other Ministers and Deacons with funeral services, preaching, teaching, hospital visits, home visits and other care needs of the membership as needed
- As a teacher, knowledgeable in faith and holds firm to sound doctrine and ability to impart it to others
- Provide leadership in planning and executing adult and youth ministry programs and other programs in discipleship, New Members Training classes, and Biblical training in coordination with other leaders and members
- Prepare and conduct worship services
- Ability to deal with conflict and diffuse difficult situations
- Coordinates staff and leaders meetings and other activities to clarify and execute goals and objectives of CABC
- Define strategic goals and vision as a key leader and implement planning by coordinating leadership meetings and activities to execute strategic plans and goals
- Ensures programs are effectively aligned to meet the strategic goals and programs of the church
- Facilitates as a non-voting member of the Trustee Board in the administration of church goals, programs, and business ministry
- Provides leadership and training to the ministerial staff with consultation and guidance for implementation of all church ministries
- Leads and mentors in the areas of ministry
- Maintains efficient and effective lines of communication between staff, leaders and all members of the congregation
- Oversees the development and adheres to church policies, By-laws, and procedures
- May supervise church staff
- Offer pastoral leadership to the congregation
- Sets a standard of personal self-behavior and character
- Maintains a regular program of study to enable him/her to plan and conduct meaningful worship services
- Conduct pre-marital, family counseling and bereavement sessions as required and advisor on other situations when necessary
- Collaborates with deacons, church leadership and committees to develop the possibilities of services for the church
- May serve as the official CABC representative in community and civic matters
- Leads the membership in Evangelism, soul winning training and develop leaders to win the unsaved
- Serve as chair of church leadership
- Act as moderator for church business meetings
- Administer the ordinances of the church

### **Qualifications and Experience:**

- Minimum education level of a Bachelor's Degree, and formal theological training from an divinity school and at least 8 years of prior pastoral ministry experience, preferred
- Must be an ordained minister/pastor who proclaims the gospel of Jesus Christ to meet the needs of persons in the church and the community
- Leads in the observance of the Baptist Ordinance
- Demonstrated history of faithful ministry experience
- Experienced in preaching the word of God regularly
- Personal character above reproach
- Thoughtful, dignified, hospitable and self-controlled
- Not violent, quick tempered, quarrelsome, arrogant, overbearing and has a gentleness dealing with others
- Upright and holy in lifestyle before God
- Holds to full monogamy in marital relationships
- A gifted teacher who enables members to learn and understand deep spiritual truths
- An effective communicator of well-prepared sermons, Bible study and prayer
- A community volunteer who cooperates in community activities
- A visitor of the sick, shut-in and those in need of pastoral care
- Not a substance user or abuser and does not partake of alcoholic beverages
- Highly organized with strong attention to detail and able to manage multiple priorities
- Must demonstrate a high level of discretion and able to work with sensitive and confidential information
- Excellent communication skills, both written and verbal across a wide audience
- Valid driver's license is preferred
- Ministerial license(s), ordination certificates with appropriate signatures or designations
- Legally authorized to work in the United States on a permanent basis

### **Physical Demands and Working Conditions:**

- Extensive use of telephone and face-to-face communication
- Extensive use of computer and software
- Extensive use of office equipment and other methods of digital and electronic communication
- Ability to sit and stand for extended periods of time
- Occasional travel (local and out-of-town)
- Ability to work in an office and outdoor environment where temperatures may fluctuate

The above description reflects the details considered necessary to describe the principal function of the job and should not be construed as a detailed description of all requirements that may be performed on the job. Acceptance of the position of Senior Pastor includes all duties as required.

To apply for the Senior Pastor, please submit a letter of interest, current resume including minimum salary requirements, background information detailing past and present ministry experience, accomplishments, and three (3) reference letters including someone from your last ministry appointment. Submit copies of higher education diplomas, degrees or transcripts.

Final candidates must be willing to appear in person and if married, spouse will be invited to the interview process. Application packets are available at [www.Nationalbaptist.com](http://www.Nationalbaptist.com) or [www.CABCKC.org](http://www.CABCKC.org). To learn more about CABCKC, visit [www.CABCKC.org](http://www.CABCKC.org).

All final candidates must submit to and successfully complete a thorough background screening to include: drug screen, child abuse registry, criminal background screening, credit check and a reference/personal character check.

The selected candidate will serve under the supervision of the congregation of CABC and may be asked to sign an executed Employment Contract. The executed contract may be voted on by the congregation of CABC on an annual basis. The use of the employment contract is for retention purposes and is related to performance.

CABC is an equal opportunity employer. All qualified candidates will be considered without regard to age, race, creed, color, national origin, ancestry, sexual orientation, gender identity, disability, religion, national origin, sex, protected veteran status or any other legally protected status.



## Cleveland Avenue Baptist Church Employment Application

Position you are applying for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell/Confidential Contact Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Are you lawfully authorized to work for CABC?  Yes  No

Are you lawfully authorized to work in the United States of America?  Yes  No

Other names that you have worked and date (so that we may verify your employment history): \_\_\_\_\_

How long have you lived at the address listed above? \_\_\_\_\_ years. Previous address (past 5 years): \_\_\_\_\_

How were you introduced to CABC? \_\_\_\_\_ Website: \_\_\_\_\_

Advertisement/Newspaper: \_\_\_\_\_ Community Organization: \_\_\_\_\_

Other (Referral Source): \_\_\_\_\_

Relationship to any member(s) of CABC: \_\_\_\_\_

### Education and Skills

|                                          | Institution Name & Location | Years Completed | Major/Minor Fields of Study | Graduate/Degree                                          |
|------------------------------------------|-----------------------------|-----------------|-----------------------------|----------------------------------------------------------|
| High School or GED                       |                             |                 |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Undergraduate Colleges or Universities   |                             |                 |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Technical, Vocational or Business School |                             |                 |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Additional Education

|  |  |  |                                                          |
|--|--|--|----------------------------------------------------------|
|  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|--|----------------------------------------------------------|

(Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certificates and registrations.)

If a license, certificate or other authorization is required or related to the position for which you are applying, complete the following:

| Ministerial Licenses/Ordinations/Certifications | Date Issued | Date Expires<br>(If appropriate) | Issuing Authority | License Number<br>(If appropriate) |
|-------------------------------------------------|-------------|----------------------------------|-------------------|------------------------------------|
|                                                 |             |                                  |                   |                                    |
|                                                 |             |                                  |                   |                                    |

### Employment History and Salary

What is the minimum salary you are willing to accept if offered this position? \_\_\_\_\_

Are you presently employed?  Yes  No      If yes, may we contact your present employer?  Yes  No

Name of present employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address, City, State, Zip code: \_\_\_\_\_

\_\_\_\_\_ Senior Pastor/Supervisor: \_\_\_\_\_

Area Code/Telephone Number: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Please list all previous employment. If you have more than six previous employers you should attach additional sheets utilizing the same format as the application.

|                                                                                                  |                        |            |                     |
|--------------------------------------------------------------------------------------------------|------------------------|------------|---------------------|
| Company Name and Address:                                                                        | Position Title/Duties: |            | Start/End Date:     |
|                                                                                                  |                        |            | Reason for Leaving: |
|                                                                                                  |                        |            |                     |
| Salary:<br>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor:            | Telephone: |                     |
| Company Name and Address:                                                                        | Position Title/Duties: |            | Start/End Date:     |
|                                                                                                  |                        |            | Reason for Leaving: |
|                                                                                                  |                        |            |                     |
| Salary:<br>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor:            | Telephone: |                     |
| Company Name and Address:                                                                        | Position Title/Duties: |            | Start/End Date:     |
|                                                                                                  |                        |            | Reason for Leaving: |
|                                                                                                  |                        |            |                     |
| Salary:<br>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor:            | Telephone: |                     |
| Company Name and Address:                                                                        | Position Title/Duties: |            | Start/End Date:     |



|                                                                                                  |                        |            |                     |
|--------------------------------------------------------------------------------------------------|------------------------|------------|---------------------|
|                                                                                                  |                        |            | Reason for Leaving: |
|                                                                                                  |                        |            |                     |
| Salary:<br>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor:            | Telephone: |                     |
| Company Name and Address:                                                                        | Position Title/Duties: |            | Start/End Date:     |
|                                                                                                  |                        |            | Reason for Leaving: |
|                                                                                                  |                        |            |                     |
| Salary:<br>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor:            | Telephone: |                     |

### Military Background

Have you served in the Armed Forces?  Yes  No    Branch/Rank: \_\_\_\_\_  
 Number of Years Served? \_\_\_\_\_    Special Skills/Training: \_\_\_\_\_

### Pre-Employment Certification

Please read the following statements carefully before signing as these items represent significant matters in connection with your application and indicate your understanding and acceptance by signing in the space provided.

1. I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize Cleveland Avenue Baptist Church (CABC) to secure information about my experience with former employers, education institutions and agencies and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from.
2. If employed by Cleveland Avenue Baptist Church I will abide by CABC By-Laws, policies and rules.
3. If I am offered employment, I give my authorization for the release of my adult criminal history record(s).
4. If I am offered employment, I give my authorization for all pre-employment background screening and submit to drug and alcohol testing.
5. I understand and agree that any unlawful harassment whether on the basis of race, color, religion, national origin, sex, age, gender, etc., or any other legally protected characteristic will not be tolerated and must immediately be reported to Deacon Board and Trustee Board.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this application is true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire or dismissal at any time Cleveland Avenue Baptist Church becomes aware of the omitted, false, or misstated information.

I understand that CABC is not obligated to provide me with an interview or employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during employment, if hired, is intended to create a contract for continued employment with Cleveland Avenue Baptist Church, except as required by applicable federal, state, and local law. In addition, if an employment relationship is established, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either Cleveland Avenue Baptist Church or myself, and that this cannot be altered except by an express agreement signed by myself and a designated officer of CABC. I further understand and agree that no officer or other representative of CABC has the authority to make any verbal promises or commitments to me with respect to any terms, conditions, or privileges of my employment including compensation. I further understand that no policy, benefit, or procedure contained in any policy or handbook creates a contract for continued employment. I understand and agree that, if hired I will be required to abide by all rules, procedures, and regulations of Cleveland Avenue Baptist Church and that my wages, benefits, and conditions of employment can be changed by Cleveland Avenue Baptist Church at any time in its sole discretion.

While I understand that this application may be kept for a minimum of six months, I further understand that this application will be considered active until the position is filled or a period not to exceed (30) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so submit a new application.

**MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS**

DATE OF APPLICATION:

SIGNATURE OF APPLICANT:

\_\_\_\_\_

\_\_\_\_\_

Cleveland Avenue Baptist Church is fully committed to a policy of hiring without regard to race, sex, age, color, religion, national origin, sexual orientation, gender or disability as prescribed by Federal and State Laws.

**Thank you for your interest in employment with Cleveland Avenue Baptist Church  
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**Disclosure Regarding Background Investigation and Authorization**

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

I understand that **Cleveland Avenue Baptist Church (CABC)** may obtain or have prepared a consumer report for employment purposes about you from a third party consumer reporting agency for employment purposes, concerning my credit worthiness, credit standing, credit capacity, and criminal background. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living.

The types of information that may be obtained include, but not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records check, educational records checks, employment verification, personal and professional reference checks, licensing and certification checks, etc. The information contained in the reports may be obtained from private and/or public record sources, including sources identified by me in my job application or through interviews or correspondence with my past or present coworkers, friends, associates, current or former employers, educational institutions or other acquaintances. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

I understand that I have the right to request more information about the nature and scope of any investigative consumer report by submitting a request to Cleveland Avenue Baptist Church. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by Validity Screening Solutions, P.O. Box 25406, Overland Park, KS 66225-5406, (866) 915-0792, [www.validityscreening.com](http://www.validityscreening.com). The scope of this disclosure is all-encompassing, however, allowing Cleveland Avenue Baptist Church to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_